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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 28 April 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 17
20 April - 26 April 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalogs of Courses - Revisions, 1 May 1955, TR CC 100-1 and 101-1. All plates have been printed; presently in bindery; to be cut and will be ready for checking prior to final collating; will be expected to be delivered 2 May.

- Revisions, 1 May 1955, TR CC 200-1. Plates proofed and approved by Chief, E&R, Wednesday, 27 April; to be processed immediately; it is not expected that these will be completed before 6 May -- at the earliest.

2. OTR Film: [] - Third draft has been completed; Director, FPB, is expected to reach a decision on production company at end of this week.

3. Survival: A Selected and Annotated Bibliography, TR RM O-519 - Has been received from Reproduction; will be distributed to instructors, OTR.

4. Cumulative Index to the Instructors' Guide to Current References, Volume 1-8, 1 August 1952 - 15 June 1954 - Has been received from Reproduction and will be distributed immediately.

5. Instructors' Guide to Current References - 2 May 1955 issue has been edited and typed; to be proofed and forwarded to Reproduction; there have been minor adjustments made in the format.

6. Mosaic Test Manual - Script of test received from A&E; to be typed and processed by 6 May.

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8. Anti-communist literature for instructional purposes.

a. [] had no suggestions to enable [] to procure literature on this subject for [] FE Division. Contact was also made with [] of the Propaganda Library, USIA, but she reports nothing available. The CIA Main Library is working on this problem for [] and OTR Library is not making an extended effort.

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b. [] FE, also directed an inquiry to OTR Library for material related to the above subject. He was given bibliographies compiled by OTR and various suggestions which he reports have brought results.

9. Intelligence form mats - Air Force and CIA reporting form mats were procured from [] Liaison Division/CD, and [] C/ Supply Office, 1065 J Building. [] requested these for revision of a problem in the BOC.

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10. Training Aids for Instruction of Foreign Personnel, A Selected Bibliography - A perusal of indexes is being made to determine if there is sufficient literature on this subject to warrant a separate bibliography. The object is to present a selected and annotated list of articles on training aids (films, graphic aids, training devices and equipment) to support instructional efforts with foreign personnel.

11. Training Aids Completed -

- a. Clerical Training - a flip chart series consisting of 13 sheets.
- b. BOC - artwork and production of 1 Vu-graph slide,
- c. Reading Laboratory - processed ophthalmograph film.
- d. Maritime - miscellaneous lettering of cards.
- e. Japanese Language - the production and printing of the TR Manual, [] has been completed. Total 200 copies; 75 copies have been retained with VAS.
- f. Office/PERS - a set of 3 "spot" illustrations.
- g. OTR - renovation of [] classroom. Work has been completed and visual aid boards and curtain installed.

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12. Displays for BOC Exhibit -

a. JCD Display - Preliminary sketches have been prepared and are at present under consideration by JCD Staff.

b. OCD/Library Display - Staff of VAS is continuing to be briefed on the activities and functions of OCD Library.

13. Cultural Exhibit and Reading Room - Discussion was held with Chief, LETS concerning the development of a Class A Type reading, study and exhibition room for the LETS School. Floor plan and general layout will be prepared by VAS for consideration by staff of LETS.

25X1 14. [] is presently attending the Operations Support and ~~Administrative Support~~ Course.

15. [] participated 25X1 in a field problem for the Operations Support Course.

16. Films for []

- a. Two retention films due.
b. Nineteen loan films due.
c. Seven loan films sent.

17. Attendance at Foreign Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
4/20/55	German	[]
4/21/55	Spanish	
4/26/55	Italian	

18. Lesson Plans Received This Week - None19. Overseas Requests Received This Week - None

25X1 20. [] returned to duty on 26 April after an extended illness and recuperative period. [] is confined to home because of a heart ailment. 25X1

25X1 21. [] received a request from [] to present four hours 25X1 of mapping instruction in the Investigative Techniques Course on 16 and 17 May.

25X1 22. [] completed the composition of the Hydrographic Symbol Book 25X1 [] - it is at Reproduction/IO.

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